



REQUEST FOR PRICING
CATERING SERVICES AT HEALTH FAIR
SENIOR CENTER
APRIL 1, 2016

Proposals will be received until **4:00 p.m. on Friday, April 15, 2016** by the City of Martinsville Senior Center & Henry County Parks & Recreation to provide **Catering Services** for the Annual Health Fair & Craft Show at Lancer Hall in Laurel Park. The Health Fair will take place on **Thursday, May 12, 2016**. Proposals may be emailed to Karen Mays at kmays@ci.martinsville.va.us, faxed to 276-403-5356 or mailed or hand delivered to the City of Martinsville Central Warehouse, 990 Fishel Street, Martinsville, Va. 24112-3248.

Catering services will include a light **Breakfast** for approximate **200** seniors. **Breakfast will be served at 8:00 a.m.:**

Preferences are: **Fruit, Danish, Yogurt, & Muffins.**

1. Please give a price for all 4 items and/or a price providing 1 or 2 items. Please name and price the items you are quoting.
2. Caterer should include plates, napkins, forks, knives and spoons. We are requesting services to include set-up of breakfast items.
3. Please give an optional price for providing staff to stay and replenish breakfast items and serve.

The Senior Center will provide coffee, orange juice, bottled water, cups, sweeteners and creamer.

Catering services will also include a **Box Lunch** for approximate **325** seniors. The Lancer Center does not have refrigeration, so lunch **must** be kept cold and cannot be delivered to Lancer Hall until lunch can be served. **Lunch will be served from 12:00 to 12:30 p.m.:**

Preferences are:

1. **Sandwiches (Turkey, Chicken & Roast Beef) on white bread with cheese.** You can quote an assortment of all 3 sandwiches; or 1 type of sandwich, or both selections. Please name and price the items you are quoting.
2. Caterer should include in the box lunch, a bag of chips, a cookie, and a beverage. A canned soft drink or a plastic bottle of various flavors is preferred for easy distribution.
3. The caterer should provide the condiments and napkins inside the box.
4. The caterer should provide bottled water for all seniors.
5. Please give an optional price for providing staff to stay and serve as necessary.

What taxes or gratuities will be added to the invoice? _____

Include these pages with any price submittals provided.

The Senior Center will provide tablecloths.

The City is giving your company an opportunity to provide various solutions for this event. You can quote as many solutions as you want. Please give details as to what you are providing and the prices involved.

The City reserves the right to determine the best solution from all proposals received and will do so in the best interest of the City. The City has the right to accept or reject any and all proposals, and to award this contract as in the best interest of the City.

For more information please contact Karen Mays by email to kmays@ci.martinsville.va.us. There will not be a formal opening.

The successful business is required to have a City or Henry County business license and provide insurance verification. Contact the Commissioner of Revenue's Office at 276-403-5131 for details and instructions concerning the business license.

The City of Martinsville is not liable for any costs incurred by contractors prior to issuance of a contract.

Local, minority – owned, and female – owned firms are encouraged to respond. The City of Martinsville is an Equal Opportunity Employer. Proposals from minority, female, and local firms are invited. All responding firms / individuals shall comply with Executive Order 11246.